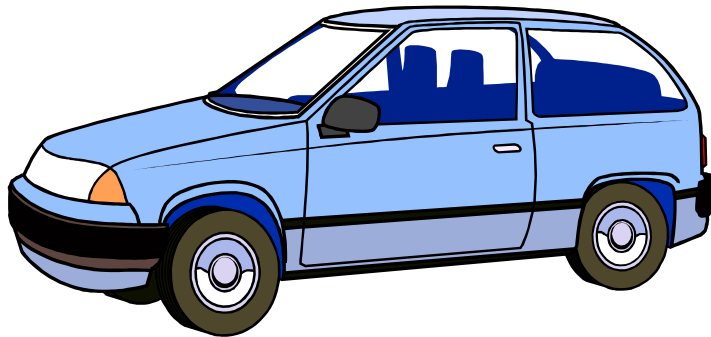


***STATE OF SOUTH CAROLINA***  
**STATE PARKING POLICY AND PROCEDURES MANUAL**



***GOVERNING***

**S.C. BUDGET AND CONTROL BOARD**

**PARKING FACILITIES AND PARKING LOTS**

Revised – June 2014

***GENERAL SERVICES DIVISION***  
***S.C. BUDGET AND CONTROL BOARD***

# TABLE OF CONTENTS

<b>STATE PARKING .....</b>	<b>4</b>
GENERAL RULES FOR STATE PARKING AREAS .....	5
<b>PARKING IN SURFACE LOTS.....</b>	<b>6</b>
ELIGIBILITY REQUIREMENTS .....	6
GENERAL RULES FOR STATE SURFACE LOTS .....	6
APPLICATION PROCEDURES .....	6
DISPLAYING PARKING DECALS.....	7
REPLACEMENT DECALS .....	7
RETURNING DECALS .....	7
LIST OF STATE SURFACE PARKING LOTS .....	8
<b>STATE SURFACE PARKING LOTS (State Parking Decal Required).....</b>	<b>8</b>
<b>STATE SURFACE PARKING LOTS (State Parking Decal Not Required).....</b>	<b>8</b>
<b>PARKING IN ASSIGNED PARKING SPACES.....</b>	<b>9</b>
ELIGIBILITY REQUIREMENTS .....	9
GENERAL RULES FOR ASSIGNED PARKING .....	10
APPLICATION PROCEDURES FOR AN ASSIGNED PARKING SPACE.....	10
PARKING ASSIGNMENT PROCEDURES .....	11
PARKING FACILITY BARCODES.....	11
WHERE TO PLACE THE BARCODE .....	11
MISUSE OF BARCODES.....	12
REPLACEMENT BARCODES .....	12
TEMPORARY PASS FOR A BARCODE .....	12
LIST OF CAPITOL COMPLEX PARKING LOCATIONS.....	12
METHODS OF PAYMENT FOR STATE ASSIGNED PARKING SPACES .....	13
CANCELLATION OF PARKING SPACE .....	13
LEAVE POLICY .....	14
SUBLEASING .....	14
<b>HANDICAPPED PARKING.....</b>	<b>15</b>
HANDICAPPED PARKING ASSIGNMENTS .....	15
MISUSE OF HANDICAPPED PLACARDS, HANGERS OR LICENSE TAGS.....	15
<b>PARKING REGULATIONS ON STATE PROPERTY .....</b>	<b>16</b>
UNAUTHORIZED USE OF RESERVED PARKING SPACE.....	16
LOADING ZONES .....	16
TRAFFIC ACTS SUBJECT TO FINE, TOWING, OR REVOCATION OF PARKING PRIVILEGES .....	16
TICKETS FOR VIOLATIONS .....	17
PARKING FINES .....	17
TOWING ILLEGALLY PARKED VEHICLES.....	17
REVOCATION OF PARKING PRIVILEGES .....	18
<b>PARKING TICKET APPEALS.....</b>	<b>19</b>
APPEALS OF PARKING RELATED DECISIONS .....	19
<b>PERSONAL SECURITY .....</b>	<b>20</b>
INFORMATION SECURITY .....	20
BUREAU OF PROTECTIVE SERVICES .....	20
PARKING ATTENDANTS .....	20
THEFT, VANDALISM, MALICIOUS MISCHIEF, BODILY INJURY .....	21
EMERGENCY TELEPHONES .....	21
<b>EMERGENCY PHONE LOCATIONS.....</b>	<b>21</b>
EMERGENCY EXIT PROCEDURES.....	22
EMERGENCY COORDINATION BY PARKING SERVICES OFFICE .....	23

USE OF PUBLIC ADDRESS SYSTEM.....	23
EXITING PROCEDURES .....	23
ENTERING THE MCEACHERN FACILITY DURING HAZARDOUS WEATHER .....	23
SAFETYCONSIDERATIONS.....	24
<b>USER AGENCY RESPONSIBILITIES .....</b>	<b>25</b>
AGENCY PARKING COORDINATOR .....	25
<b>OFFICE HOURS.....</b>	<b>27</b>

## **INTRODUCTION**

*As authorized by provisions in the annual Appropriations Act (Appropriations Act of 1986, Section 16), the South Carolina Budget and Control Board (Board), acting through its General Services Division, is responsible for establishing and enforcing policies regarding the assignment and use of parking facilities and lots under the control of the South Carolina Budget and Control Board. This manual describes policies and procedures regarding the use of these facilities and outlines the penalties for violations.*

*It is understood the implementation of this manual will require the cooperation of all agencies and personnel to make the policies and procedures set forth herein work as smoothly and efficiently as possible.*

*The intent of the operation of our parking lots and facilities is to provide as many parking spaces for State employees as possible. The demand for parking exceeds the number of available spaces. The following policies and procedures are set forth to minimize inconvenience and to insure that all available space is well utilized and that the parking needs of all State employees are met in an equitable manner.*

*General Services maintains a Parking Services Office, which is located at 925-7 Main Street, Columbia, South Carolina 29201. The office hours are 8:00 a.m. – 4:30 p.m., Monday through Friday (except holidays). Individuals requiring assistance may come to the office or telephone 734-1616, 734-4185 or 734-1638. The operation hours of the **McEachern Parking Facility** are 6:30 a.m. - 9:00 p.m. (Monday through Friday); however, the Assembly Street entrance and exit doesn't open until 8:00 a.m. **The Assembly Street Deck** operation hours are 6:30 a.m. to 9:00 p.m. (Assembly Street Side) and 6:30 a.m. - 6:00 p.m. (Senate Street Side).*

*The Parking Services Office administers approximately 6,091 South Carolina Budget and Control Board parking spaces, in facilities and surface lots, located throughout the Columbia area. The regulations and policies set forth in this manual are mandatory and must be followed by all State employees.*

## STATE PARKING

The Parking Services Office, under the Budget and Control Board's General Services Division, provides parking services for multiple surface lots and parking decks in the Columbia area. These responsibilities include, but are not limited to, working with Agency Parking Coordinators, assigning employee parking, patrolling parking areas as a deterrent to crime and to ensure authorized use. Statutory authority for many of the Parking Services Office functions and rights are found in the **South Carolina Code Of Laws: Title 1 – Administration of the Government - S.C. Code Ann. §1-11-335, Title 10 - Public Buildings and Property - S.C. Code Ann. §10-1-200, §10-11-40, §10-11-50, §10-11-60, §10-11-70, §10-11-80, §10-11-90, §10-11-100, §10-11-110, §10-11-120, §10-11-130, Title 11 - Public Finance – S.C. Code Ann. §11-1-10, Title 16 - Crimes and Offenses - S.C. Code Ann. §16-11-760, Title 56 - Motor Vehicles - S.C. Code Ann. §56-3-1960, §56-3-1965, §56-3-1970, §56-3-1975, §56-5-2530, §56-5-2540, §56-5-6190. The Proviso Citation for FY 15 is: 2014 S.C. Act No. 73, Part 1B, §117.48.**

There are two basic types of parking privileges available to state employees and state officials:

1. Parking in surface lots, on a first-come, first-served basis.
  - a. Both temporary and permanent employees working a minimum of 30 hours per week are eligible to apply.
  - b. Some of these surface lots require that the vehicle authorized to park there display a visible parking decal.
  - c. Decals with the letter “S” **are not allowed** to park in reserved spaces at the State Museum (Columbia Mills).
  - d. Decals with the letter “M” **are not allowed** to park in any reserved surface lots that require a parking decal.
  - e. Some of these parking lots do not require a visible parking decal on the authorized vehicle.
  - f. See the section entitled **LIST OF STATE SURFACE PARKING LOTS** to identify these locations. See entire section entitled **PARKING IN SURFACE LOTS** for detailed and important information.
2. Parking in assigned parking spaces.
  - a. Permanent employees working a minimum of 30 hours per week are eligible to apply.
  - b. Parking in the McEachern and the Assembly Street parking decks require a visible barcode be displayed on vehicles.
  - c. Assigned parking in other areas requires authority to park, but do not require a barcode at this time.
  - d. See **LIST OF CAPITOL COMPLEX PARKING LOCATIONS** to identify assigned parking areas in the capitol complex area. See entire section entitled **PARKING IN ASSIGNED PARKING SPACES** for detailed and important information.

## GENERAL RULES FOR STATE PARKING AREAS

1. Parking decks and surface lots **are not** to be used as storage areas for pets, personal vehicles, boats, appliances, etc.
2. **Discarding of personal vehicle parts, chemicals, or personal trash** in the state parking decks and surface lots **is prohibited**.
3. State employees are limited to **one** (1) reserved parking space (as available).
4. Each legislator is limited to **one** (1) reserved parking space.
5. State agencies are limited to a maximum of two (2) parking spaces as available. Agency spaces are not to be used as employee parking. **These spaces are only for periodic visits of staff or visitors from outlying areas.**
6. Temporary employees **are not authorized** to park in assigned spaces in the state parking decks.
7. Employees with assigned parking spaces are not authorized to park in our surface lots or other employee assigned spaces. Barcodes are only good for the parking space that they are assigned.
8. **Barcodes and parking decals are not to be duplicated or transferred.** If an additional barcode or parking decal is needed, contact your Parking Coordinator. Duplication/transferring of a state parking decal or barcode will result in revocation of parking privileges for two (2) years.
9. Subleasing a state parking space **is not allowed**. Employees who do so will have their parking privileges revoked permanently, as well as the employee who is the subleasee.
10. A state employee or legislator who will be absent for an extended time (sick leave, long-term military leave, legislature out of session, etc.) needs to notify the Parking Services Office.
11. Loading zones are loading zones **only**. They are not to be used for any other purpose than loading or unloading unless specific authorization has been acquired from the Parking Services Office. Anyone parking there without authorization is subject to fines and towing.
12. Violators will be required to pay all costs involved in removing, impounding or storing their vehicles when violating posted ordinances or rules contained in this manual.
13. **Each barcode is registered to a specific space; therefore, no parking elsewhere.**

The Budget and Control Board's General Services Division gives the State Parking Services Office the authority to take the appropriate action when anyone violates the policies and procedures contained in this State Parking Manual.

## PARKING IN SURFACE LOTS

The General Services Division manages several state surface parking lots and uses parking decals to identify authorized vehicles in many of these lots. Parking decals are issued by the Parking Services Office as a result of the Agency Parking Coordinator submitting a Permitted Parking Application form (Form PF-5) for an employee.

### ELIGIBILITY REQUIREMENTS

State employees (BOTH PERMANENT AND TEMPORARY) working a minimum of 30 hours per week are eligible to apply.

### GENERAL RULES FOR STATE SURFACE LOTS

1. State surface lots **are not** to be used as storage areas for pets, personal vehicles, boats, appliances, etc.
2. **Discarding of personal vehicle parts, chemicals, or personal trash** in the state parking lots **is prohibited**.
3. Employees with assigned parking spaces are not authorized to park in our surface lots.
4. Interns, Pages etc., are **not allowed** to park in surface lots when **not** at work.
5. Parking decals are not to be duplicated. If an additional parking decal is needed, contact your Parking Coordinator. Duplication of state parking decals will result in revocation of parking privileges for a period of one to two years.
6. **Parking decals are not to be transferred to any other person under any circumstances.**
7. Violators will be required to pay all costs involved in removing, impounding or storing their vehicles when violating posted ordinances or rules contained in this manual.

The Budget and Control Board's General Services Division gives the State Parking Services Office the authority to take the appropriate action when anyone violates the policies and procedures contained in this State Parking Manual.

### APPLICATION PROCEDURES

Employees may obtain applications (Form PF-5) from their Agency Parking Coordinator. The Agency Parking Coordinator will authenticate the application(s) and forward to the Parking Services Office to be processed. Applications must be signed by the Agency Parking Coordinator, or the Parking Services Office will not process the request. The Parking Services Office will send the parking decal(s) and instructions (Form PF-6) for parking in our state surface lots back to the Agency Parking Coordinator for distribution. It is very important that the employees read the instructions on the PF-6 Form.

## DISPLAYING PARKING DECALS

Parking decals shall be affixed to the inside of the rear window, in the lower right hand corner (passenger side). If this surface is not glass, or is tinted, affix the decal to the front window, lower left hand corner (driver side), for an **alternate location only**. Alternate vehicles shall affix a 3x5 index card, to the inside of the rear window, in the lower right hand corner (passenger side), noting 2<sup>nd</sup> vehicle, Agency Name and Decal Number. **DO NOT AFFIX THE PARKING DECAL TO A VEHICLE THAT HAS NOT BEEN REGISTERED WITH THE PARKING SERVICES OFFICE. Parking decals issued remain the property of General Services Division.** Parking decals must be removed from the vehicle and returned to the Agency Parking Coordinator under the following conditions:

1. When an employee resigns or changes employment location
2. When a vehicle ownership changes
3. When a new parking decal is issued or is purchased
4. When a decal becomes mutilated

## REPLACEMENT DECALS

Before a state surface lot parking decal is replaced, the original parking decal must be returned to the Parking Services Office. Should a parking decal become mutilated, a new decal may be obtained from the Parking Services Office without charge provided the old decal is returned and issuance is approved by the Agency Parking Coordinator and the Parking Services Office. **Issuance of a replacement parking decal without evidence that the old decal has been properly destroyed, if approved by the Parking Services Office, shall be subject to an administrative charge of \$5.00.**

Employees who drive an alternate vehicle as a replacement for a vehicle registered with the Parking Services Office are required to notify the Parking Services Office for instructions. **Failure to do so may result in a parking fine and/or towing.**

## RETURNING DECALS

Should an employee fail to return his or her parking decal to the Agency Parking Coordinator and transfer it to a temporary employee, student, or a person working in the Columbia area but not for state government, the Parking Services Office **has the authority and right to revoke the employee's parking privileges for one year or two years, depending on the violation from the date of revocation notification.** At the end of the one or two-year period, the employee may reapply for a parking decal.



## LIST OF STATE SURFACE PARKING LOTS

### **STATE SURFACE PARKING LOTS (State Parking Decal Required)**

Main Street Lot – East (opposite 915 and 921 Main Street in the middle of the 900 block of Main Street between Pendleton and College Streets). **906 Main Street.**

College Street Lot – (adjacent to the Capitol Complex Energy Facility on the corner of Main and College Streets). **1125 College Street.**

Sumter Street Lot -- (adjacent to the 1026 Sumter Street building in the 1000 block of Sumter Street between Pendleton and Senate Streets). **1020 Sumter Street.**

Marion Street Lot -- (across from the University of South Carolina's Maxcy College at the corner of Pendleton and Marion Streets). **1015 Marion Street.**

Pendleton Street Lot -- (across from the University of South Carolina's Thornwell College on Pendleton Street between Marion and Bull Streets). **1409 Pendleton Street.**

Rutledge Building Lot -- (adjacent to the Rutledge Building at the corner of Senate and Bull Streets). **1429 Senate Street.**

Senate Street Lot -- at the corner of Bull and Senate Streets. **1430 Senate Street.**

Mt. Vernon Mills Complex Building Lot -- (adjacent to the Columbia Mills Building located at **301 Gervais Street** between Williams and Gist Streets).

Arts Commission Lot. **1800 Gervais Street.**

### **STATE SURFACE PARKING LOTS (State Parking Decal Not Required)**

2221 Devine Street Facility and Lot (adjacent to the Five Points Building located at **2221 Devine Street**, one block east of Harden Street at Five Points).

Robert Mills Building Lot (adjacent to the Robert Mills Building at the corner of Bull and Calhoun Streets). **1751 Calhoun Street.**

North Towers Building Lot (adjacent to the Department of Social Services located at 1535 Confederate Avenue Extension). **1751 Calhoun Street.**

Sims and Aycock Building Lot (adjacent to the Department of Health and Environmental Control located at **2600 Bull Street**; corner of Bull Street and Harden Street Extension).

E.B. Mack Building Lot (adjacent to the Commission for the Blind located at **1430 Confederate Avenue.**)

Laurel Street Lot (adjacent to the General Services' Central Supply Office and Warehouse at **1942 Laurel Street** between Barnwell and Gregg Streets).

Haynes Building - DHEC Lab Lot (adjacent to the Department of Health and Environmental Control's Laboratory Building located 14 miles northwest of the State House in the 8200 block of Parklane Road near its intersection with Farrow Road). **8231 Parklane Road.**

## **PARKING IN ASSIGNED PARKING SPACES**

The General Services Division manages several parking decks and surface lots containing assigned spaces. The Parking Services Office registers the vehicles authorized to park in those spaces. In some locations, a barcode is used to identify the authorized vehicles for those assigned spaces. The Parking Services Office assigns parking spaces in response to an Agency Parking Coordinator submitting a Parking Application form (Form PF-1) for an employee.

## **ELIGIBILITY REQUIREMENTS**

Permanent state employees are eligible for an assigned parking space in one of multiple state parking locations. Ask your Agency Parking Coordinator if there is such a location available for you to apply.

There are occasions when agencies move away from and subsequently return to locations where General Services maintains parking areas. As a result of the move, permanent state employees lose their assigned parking places when the agency moves away. The Parking Services Office recognizes that this situation puts state employees at a disadvantage when the agency moves back to an area where General Services maintains the parking services, since the move was not their personal choice. In an effort to reduce their waiting period, rather than using the date the agency returns, the date used will be based upon the employees' date of full-time employment with State Government.

General Services will make parking spaces available to both the Senate and House of Representatives in the McEachern Facility in an area adjacent to each respective body's office building. The total number of spaces shall be sufficient to provide parking to all members of the General Assembly, their office staff and the staff of standing committees.

Only employees of the State Library, the Supreme Court, and Facilities Management are eligible for parking space assignments in their respective building lots.

The Parking Services Office will assign motor pool parking, when required.

## GENERAL RULES FOR ASSIGNED PARKING

1. State employees are limited to **one** (1) reserved parking space (as available).
2. Each legislator is limited to **one** (1) reserved parking space.
3. State agencies are limited to a maximum of two (2) parking spaces as available, or as authorized by General Services. Agency spaces are not to be used as employee parking. **These spaces are only for periodic visits of staff or visitors from outlying areas.**
4. Parking Decks **are not** to be used as storage areas for pets, personal vehicles, boats, appliances, etc.
5. **Discarding of personal vehicle parts, chemicals, or personal trash** in the state parking decks is **prohibited**.
6. Temporary employees are not authorized to park in assigned spaces in the state parking decks.
7. Barcodes are not to be duplicated. If an additional barcode is needed, contact your Parking Coordinator. Duplication of barcodes will result in revocation of parking privileges for a period of one to two years.
8. Barcodes are not to be transferred to any other person under any circumstances.
9. Violators will be required to pay all costs involved in removing, impounding or storing their vehicles when violating posted ordinances or rules contained in this manual.

The Budget and Control Board's General Services Division gives the State Parking Services Office the authority to take the appropriate action when anyone violates the policies and procedures contained in this State Parking Manual.

## APPLICATION PROCEDURES FOR AN ASSIGNED PARKING SPACE

Employees and Agencies may obtain applications for an assigned parking space (Form PF-1) from their Agency Parking Coordinator. The completed form shall be submitted to the Agency Parking Coordinator for signature. The employee shall retain a copy for his/her records. The Agency Parking Coordinator shall retain a copy and shall forward the original to the Parking Services Office. The Parking Services Office will add the applicant's information to the Application Report.

There are two situations other than handicapped parking that are handled as exceptions. One concerns an employee using an agency space who transfers to a different agency and must now apply for an individual parking space. The transferred employee's most recent date of hire with continuous service will be used to place him/her on the waiting list. The other situation is for married couples. If they both share a parking space, and the spouse in whose name the space is rented no longer needs it, the space assignment can be moved to the remaining spouse's name, if appropriate. This must be coordinated with the employees' Agency Parking Coordinator(s) and the Parking Services Office.

## **PARKING ASSIGNMENT PROCEDURES**

When a parking space becomes available in the McEachern Facility, Assembly Street Deck or Assembly/Pendleton Surface Lot, the Parking Services Office will notify the state employee. The state employee is given three (3) workdays to check on the parking space and respond to the Parking Services Office. If a response is not received in three (3) workdays, the next applicant on the Application List is contacted. Should an employee refuse the parking space offered, the date that he or she declined the space is recorded by his or her name on the application list. After **two refusals**, the applicant will be moved to the bottom of the application list.

When the employee accepts the parking space assignment, he/she is instructed to return the parking decal for the Surface Lots which was issued to him/her. The employee must complete the PF-3 Form (Parking Assignment Form) and P-4 Form (Comptroller General's Payroll Deductions for the parking fee).

## **PARKING FACILITY BARCODES**

Barcodes are required in some of the parking facilities. The Parking Services Office or your Agency Parking Coordinator will let you know if you are required to have one for your parking space. When a parking space becomes available, the employee or agency will receive a PF-3 form to fill out to register the automobile(s) and tag number(s) that will be authorized to park in the space. Only registered vehicles leasing the parking space are to be listed on the form. **Barcodes issued remain the property of General Services Division.**

## **WHERE TO PLACE THE BARCODE**

The barcode is to be placed on the outside lower corner of the windshield on the driver's side. Make sure that the area is clean and dry before applying. If you have registered more than one vehicle, make sure that you are applying the correct barcode number to the correct vehicle registered by make, model and tag number. Each barcode number will be associated with the specific authorized vehicle for the parking space number assigned. **Authority for parking in that space comes from the Parking Services Office—not from the state employee who rents the space.** The barcodes are not transferable and will become unusable if removed from the vehicle. **DO NOT AFFIX THE BARCODE TO A VEHICLE THAT IS NOT REGISTERED WITH THE PARKING SERVICES OFFICE.**

Barcodes must be removed from the vehicle and returned to the Agency Parking Coordinator under the following conditions:

1. Employee resigns or changes employment location
2. Vehicle ownership changes
3. New barcode is issued
4. New windshield is installed

## MISUSE OF BARCODES

State employees who duplicate and/or transfer barcodes to other employees or to the general public will have their parking privileges revoked for one to two years depending on severity of the violation. After the one- or two-year revocation, the employee may ***reapply*** for a parking space. The date used for placing the employee on the waiting list will be the date of reapplication.

## REPLACEMENT BARCODES

The Parking Services Office will issue a replacement barcode without charge provided the old barcode is returned and issuance is approved by the Agency Parking Coordinator and the Parking Services Office. **Issuance of a replacement barcode without evidence that the old barcode has been properly destroyed, if approved by the Parking Services Office, shall be subject to an administrative charge of \$5.00.**

## TEMPORARY PASS FOR A BARCODE

A state employee, who occasionally needs to drive an alternate vehicle as a replacement for a registered vehicle, is required to check with the Parking Services Office for instructions. Failure to contact the Parking Services Office and to follow the proper instructions may result in a parking fine and/or towing.

## LIST OF CAPITOL COMPLEX PARKING LOCATIONS

McEachern Parking Facility (*Barcode required*)  
1201 Pendleton Street  
Columbia, South Carolina 29201

Assembly Street Deck (*Barcode required*)  
1101 Assembly Street  
Columbia, South Carolina 29201

Assembly/Pendleton Streets Lot (*Barcode not required*)  
1001 Assembly Street  
Columbia, South Carolina 29201

SC State Library Surface Lot (*Barcode not required*)  
1500 Senate Street  
Columbia, South Carolina 29211

Supreme Court Surface Lot (*Barcode not required*)  
1231 Gervais Street

Columbia, South Carolina 29201

Facilities Management Complex (*Barcode not required*)  
900 Block of South Main Street  
Columbia, South Carolina 29201

## **METHODS OF PAYMENT FOR STATE ASSIGNED PARKING SPACES**

State Employees ..... Payroll Deduction Only  
State Agencies ..... Inter-Departmental Transfer one year in advance  
Federal Employees ..... Invoiced annually one year in advance  
Legislative Delegation ..... Payroll Deduction once a year

## **CANCELLATION OF PARKING SPACE**

An employee who resigns, terminates or transfers to an outlying location, is not eligible to retain an assigned parking space. It is the responsibility of the state employee to notify the Agency Parking Coordinator **TWO WEEKS BEFORE THE TRANSFER OR RESIGNATION IN ORDER TO HAVE THE PARKING DEDUCTIONS STOPPED ON TIME**. It is the responsibility of the Agency Parking Coordinator to inform the Parking Services Office through use of Form PF-4 of any such change in the employee's status. This notification results in cancellation of the employee's reserved parking space assignment.

**\*\*\*PLEASE NOTE\*\*\***

**Effective September 1, 2012, Parking Services no longer collects \$15.00 prepayment for new space assignments; therefore, those employees should not stop parking deductions because they must continue through the last paycheck.**

A state employee who does not use his/her assigned parking space and wishes to relinquish it, is required to notify their Agency Parking Coordinator. The Parking Coordinator will fill out the PF-4 form and submit it along with the P-4 form to the Parking Services Office. The Comptroller General's Form P-4 shall be sent by the Agency Parking Coordinator to the employee's payroll section, if payment is by payroll deduction. **A copy of the P-4 Form and the PF-4 Form with effective date of stopped parking deductions, shall be sent by the Agency Parking Coordinator, to the Parking Services Office, as soon as possible.**

In the event of cancellation, the parking space will be automatically returned to the Parking Services Office for reassignment. The Parking Services Office will notify the Agency Parking Coordinator of any outstanding balance or refund due. The Agency Parking Coordinator shall furnish state employee's name and current address to the Parking Services Office. Refunds will be prepared and mailed directly to the employee/employee's family.

**\*\*\*PLEASE NOTE\*\*\***

Effective September 1, 2012, Parking Services no longer collects \$15.00 prepayment for new space assignments; therefore, employees cancelling spaces should not stop parking deductions for two (2) pay periods beyond their cancellation date.

## LEAVE POLICY

Employees will continue to pay parking fees during sick leave and annual leave. An employee who is on leave without pay may retain an assigned parking space by advance written notice and full payment for the period of time the employee remains on leave, up to six (6) months.

Extensions beyond six months may be granted by special permission of General Services. Employees may request such extension by writing to or emailing the Parking Services Office Manager. The request should contain a detailed justification. General Services will notify the employee and the Agency Parking Coordinator of the final decision.

## SUBLEASING

Subleasing, assigning or permitting another person to use an assigned space is prohibited in State Parking Decks or Surface Parking Lots under the jurisdiction of the Budget and Control Board.

IF A STATE AGENCY OR EMPLOYEE VIOLATES THIS REGULATION, PARKING PRIVILEGES WILL BE REVOKED AND THE PARKING SPACE WILL BE REASSIGNED. After revocation of parking privileges both the employee improperly permitting the parking space to be used and the employee improperly using the space, may reapply (one to two years later) based upon date of revocation and be placed at the bottom of the waiting list for a parking space.

## HANDICAPPED PARKING

Only a limited number of designated parking spaces are available in the McEachern Parking Facility for use by vehicles operated by handicapped (i.e., permanently disabled) employees or private citizens. Spaces are reserved for handicapped visiting agency employees or handicapped private citizens conducting official business within the Capitol Complex. Such visitors should contact the Parking Services Office for help in identifying the most conveniently located handicapped parking space.

Only those vehicles bearing validated “handicapped” license plates or vehicles displaying “handicapped” placards issued by the South Carolina Department of Transportation may occupy spaces designated for use by the handicapped. This is in accordance with Section 56-3-1970 of the South Carolina Code of Laws. Violators are subject to a financial penalty.

## HANDICAPPED PARKING ASSIGNMENTS

Eligible employees applying for a reserved parking space who have a permanent disability and who qualify to receive a handicapped license plate or placard issued by the South Carolina Department of Transportation will be placed ahead of everyone else on the Application List for a reserved parking space.

Employees occupying a reserved parking space, who become temporarily disabled, may contact their Agency Parking Coordinator for assistance in seeking temporary reassignment to a more convenient parking space. (Temporary disability does not constitute a handicap. A “handicapped person” is defined by statute in Section 43-33-210 of the South Carolina Code of Laws.)

## MISUSE OF HANDICAPPED PLACARDS, HANGERS OR LICENSE TAGS

It is unlawful to park any vehicle in a parking space designated for handicapped persons unless the vehicle bears the distinguishing license plate or placard provided in Section 56-3-1960. It is unlawful for any person who is not handicapped or who is not transporting a handicapped person to exercise the parking privileges granted handicapped persons pursuant to Sections 56-3-1910, 56-3-1960, and 56-3-1965. A person violating the provisions of the this section is guilty of a misdemeanor and, upon conviction, must be fined not less than five hundred dollars nor more than one thousand dollars or imprisoned for not more than thirty days for each offense (Section 56-3-1970).

**Failure to follow procedures:** The Parking Services Office has the right to revoke the parking privileges of an individual violating this provision. An employee whose parking privilege has been revoked may apply for a parking space or parking decal for the surface lot **two (2) years** from the date of revocation notification in accordance with the application procedures for an assigned parking space and parking decal.



## **PARKING REGULATIONS ON STATE PROPERTY**

### **UNAUTHORIZED USE OF RESERVED PARKING SPACE**

If, during normal working hours, an employee finds that his or her assigned space is occupied or blocked, he/she must report this violation to the Parking Services Office. The Parking Services Office is located at the Pendleton Street entrance to the McEachern Parking Facility; please call 734-1616 or 734-1638 for assistance. The Parking Services Office will provide a temporary parking space and take appropriate action to have the unauthorized vehicle removed.

**PARKING IN THE NEAREST VACANT SPACE, DRIVEWAY OR LOADING ZONE IS NOT PERMITTED AND CONSTITUTES A VIOLATION SUBJECT TO FINE AND/OR TOWING.**

### **LOADING ZONES**

Marked loading zones may be used by trucks and automobiles in the process of loading or unloading **ONLY**. Due to a time limit of 30 minutes, all vehicles shall be moved immediately after being loaded or unloaded. Any vehicle parked and exceeding the time limit is subject to fine and/or towing.

### **TRAFFIC ACTS SUBJECT TO FINE, TOWING, OR REVOCATION OF PARKING PRIVILEGES**

1. Exceeding posted speed limit.
2. Parking in areas not designated as parking spaces.
3. Violation of posted traffic rules.
4. Occupancy of loading zone or metered space in excess of posted time limit, unless authorized at that time.
5. Parking in areas designated NO PARKING.
6. Parking in spaces defined with yellow lines or yellow curb.
7. Parking more than one vehicle in a space.
8. Illegally parking in an assigned space.
9. Parking without a valid parking decal or barcode or failure to display required parking decal or barcode.
10. Parking in a handicapped space without a handicapped tag or placard.
11. Misuse of handicapped tag or placard.
12. Unreasonable harassment or failure to cooperate with Parking Services Office staff.

## **TICKETS FOR VIOLATIONS**

Vehicles parked illegally, or found in violation of any of the Traffic Acts, shall be ticketed by the Parking Services Office personnel. The tickets are issued by the Parking Services Office, and the City of Columbia Police Department collects fines.

Tickets issued by the Parking Services personnel are held in the Parking Services Office for two (2) working days, to allow for appeals. Since the tickets are written on state property, all appeals are forwarded to the Parking Manager. The city handles only what they issue on city streets. Tickets must be appealed in writing within this two-working-day holding period. After this holding period expires, the Parking Services Office can no longer handle the appeal process.

## **PARKING FINES**

<b><u>Violations</u></b>	<b><u>*Fine</u></b>
Handicapped .....	\$500.00
Parking in Unauthorized Space.....	\$20.00
(i.e., unassigned, visitor)	
Blocking (i.e., driveway, loading zone) .....	\$20.00
Parking in No Parking Zones .....	\$20.00
Parking Overtime .....	\$8.00
Parking Improperly .....	\$7.00
Double Parking .....	\$20.00
Meter Ordinance .....	\$ 8.00

\*Patrons are cautioned that fines may change without notice. The City of Columbia Police Department designates the amount for each violation.

## **TOWING ILLEGALLY PARKED VEHICLES**

8. Any vehicle found parked in an unauthorized space (i.e., assigned space, loading zone, driveway, visitor parking, handicapped area, etc.) is subject to being towed. Violators will be required to pay all costs involved in removing, impounding or storing their vehicles when violating posted ordinances or rules contained in this manual.

In order to recover a towed vehicle, the owner must first obtain a “RELEASE ORDER” from the Parking Services Office. The owner must have his/her driver’s license card to present to the Parking Services Office staff for identification. Without proper identification, the

Parking Services Office will not release the vehicle. There is no charge to obtain the release order.

Upon presentation of the release order to City Garage and payment of a towing fee, the City Garage will release the vehicle to the owner.

## **REVOCATION OF PARKING PRIVILEGES**

An employee who is successfully ticketed for two (2) traffic acts within any six (6) month period may have his/her parking privileges revoked and parking space reassigned. One (1) year from the date of revocation notification, the employee may apply for a parking space in accordance with the application procedures for an assigned parking space.

## PARKING TICKET APPEAL

Citations for parking violations involving exceptional circumstances may be appealed electronically to the Reviewing Officer, within two (2) working days of the citation date. Go to [www.gs.sc.gov](http://www.gs.sc.gov); click on *Parking Services* then *Parking Forms* then *Parking Ticket Appeal*.

Appeal must contain a minimum of the following information:

1. A copy of the ticket.
2. Contact information (name, address, phone number(s), email address (if appropriate), etc.).
3. A detailed description of the circumstances under which the ticket was received.
4. Justification for rescinding the ticket.

The Reviewing Officer will notify appellant of the final decision.

If the appeal is unsuccessful the ticket is forwarded to the City of Columbia.

Any further appeals must be made with the Municipal Court; they are located at 811 Washington Street, telephone number is (803) 545-3135.

## APPEAL OF PARKING RELATED DECISIONS

If there is a disagreement between the Agency Parking Coordinator and the employee in a parking related matter and the Agency Parking Coordinator cannot resolve the dispute, the Agency Parking Coordinator shall seek an interpretation, clarification or help in resolving the dispute from the Parking Services Office Manager. **The decision of the Parking Services Office Manager and/or the General Services Division is final.**

# PERSONAL SECURITY

## INFORMATION SECURITY

The Parking Services Office Staff is not authorized to give out information on any employee's parking space assignments other than their own.

## BUREAU OF PROTECTIVE SERVICES

The Bureau of Protective Services Operations Office is located at the underground Parking Crosswalk entrance to the State House. They can be reached 24/7 by dialing 734-8700 or 734-2422. In cases of emergencies, please use the Emergency Call Boxes located throughout the McEachern Facility and Assembly Street Deck.

## PARKING ATTENDANTS

Parking Attendants are on duty from 6:30 a.m. - 9:00 p.m., Monday thru Friday. They are dispatched from the Parking Services Office to assist individuals with parking problems. Parking Attendants are not police officers. They do not have police powers. Although the McEachern Parking Facility has limited television surveillance, the monitors are not continuously observed and there are many areas with no television coverage. **The State of South Carolina assumes no responsibility for the safety of individuals in its parking lots and facilities.**

Parking Attendants' Primary Duties Include:

1. Open and secure the McEachern and Assembly Street Parking Decks each working day.
2. Conduct traffic control daily and during special events at the Capitol Complex.
3. Patrol the parking decks and surface lots in order to provide a visible deterrent to crime and to notify the Bureau of Protective Services for necessary safety and security.
4. Provide assistance to patrons with parking-related problems.
5. Advise the Parking Services Office and/or Bureau of Protective Services of any safety or security violations.
6. Issue fines for parking violations.
7. During business hours, the Attendants can help with minor problems such as jump-starting a vehicle or helping with a flat tire. If you need assistance, please call 734-1616, 734-4185 or 734-1638; after business hours, please use the Emergency Call Boxes.

## **THEFT, VANDALISM, MALICIOUS MISCHIEF, BODILY INJURY**

The State of South Carolina assumes no responsibility for damages, theft, vandalism or malicious mischief to any vehicle or bodily injury to any person in the parking facilities or parking lots operated by the South Carolina Budget and Control Board. The State of South Carolina assumes no responsibility for damage to vehicles or bodily injury, which may or may not have been caused by the physical condition of the parking facilities or lots.

### **When Parking Your Vehicle:**

1. Lock your vehicle at all times.
2. Keep all your valuables in your vehicle's trunk (or other hidden area) for safekeeping.
3. Check to see that all windows are closed.
4. Remember – always be observant while walking through parking facilities. Walk with your head up and be aware of any other people in the parking garage.
5. If you fear for your safety, turn around and go back to a phone and call for help.
6. If you observe any suspicious activity, report it immediately to Bureau of Protective Services at 734-8700 or 734-2422.
7. If a suspicious person approaches you in a parking lot, lock your doors, leave the area then call Bureau of Protective Services at 734-8700 or 734-2422.

## **EMERGENCY CALL BOXES**

The McEachern Facility and Assembly Street Parking Deck have Emergency Call Boxes located on each level. The Call Boxes are connected directly to the Bureau of Protective Services. To use the Emergency Call Boxes, press the red button on the face of the Box just once. If you're in the McEachern, a voice message will give the location where you are calling from. After the message, address your problem to the Officer.

## **EMERGENCY CALL BOX LOCATIONS**

The Emergency Call Boxes are located in multiple areas of the parking facilities. The Boxes are there for emergency use and will connect directly to the Bureau of Protective Services 24/7.

## **MCEACHERN PARKING FACILITY**

Office Building	Floor Level	Area	Located Near Spaces
Edgar A. Brown Building	1	1B	89, 103 & Elev Lobby
	2	2B	287, 332 & Elev Lobby
	3	3B	509, 556 & Elev Lobby

Office Building	Floor Level	Area	Located Near Spaces
L. Marion Gressette Building	1	1E	738
	1	1H	1316
	2	2E	873
	2	2H	Across from 1556
	3	3E	1056
	3	3H	Across from 1803
Rembert C. Dennis Building	1	1E	718
	1	1J	1148 & Inside Blue Drs
	2	2E	853
	2	2J	1331
	3	3E	1036
	3	3J	1572
Solomon R. Blatt Building	1	1K	1201 & 1217
	2	2K	1393 & 1412
	3	3K	1636 & 1661
State House Building	1	1F	753 & 773
	2		927 & 947
	3		1071 & 1091
Wade Hampton Building	1	1D	173 & Inside Blue Drs
	2	2D	906
	3	3D	656
Wade Hampton/Calhoun Buildings	1	1A	6, 27 & Calhoun Tunnel
	2	2A	207 & 230
	3	3A	428 & 451
	3	3D	657

#### ASSEMBLY STREET PARKING DECK

Floor Level	Area	Located Near Spaces
1	1A	1A-1830
1	1B	by elevator across from space 1B-1845
2	2A	2A-1903
2	2B	by elevator across from space 2B-1917
3	3A	3A-1971
3	3B	by elevator across from space 3B-1986
4	4A	4A-2044
4	4B	by elevator across from space 4B-2059

#### EMERGENCY EXIT PROCEDURES

##### *Furman McEachern, Jr. Parking Facility*

Emergency procedures apply:

1. During hazardous weather conditions.
2. When a weather-related emergency is declared.
3. When employees from multiple agencies are exiting the McEachern Facility at the same time and road conditions are so poor as to cause general traffic problems within the inner city area.

## **EMERGENCY COORDINATION BY PARKING SERVICES OFFICE**

During such an emergency, the Parking Services Office will coordinate the activities of Parking Attendants, weather service, emergency preparedness and law enforcement personnel. Parking Attendants and Bureau of Protective Services will place traffic cones at exits and direct traffic as required to expedite the flow of traffic out of the facility. The Bureau of Protective Services will coordinate traffic flow out of the McEachern Facility with the Columbia Police Department, S.C. Highway Patrol and Parking Services Office personnel.

## **USE OF PUBLIC ADDRESS SYSTEM**

The public address system will be used to relay pertinent information (i.e., directions, weather conditions, etc.) to individuals trying to exit the facility. If traffic becomes backed up in the McEachern Facility, drivers are instructed to turn off their engines to minimize carbon monoxide build-up.

## **EXITING PROCEDURES**

Exit the McEachern Facility as you would under normal conditions. Do not attempt to move against traffic unless directed to do so by traffic officers on duty. You may be directed by traffic officers to turn in a direction other than that desired. You are to comply with the officer's instructions to facilitate everyone's safe exit from the facility onto the city's streets.

**Do not start your engine until you can safely move from your space.** This will help to minimize the build-up of exhaust fumes containing carbon monoxide.

**Do not blow your horn** in the facility so that information being relayed over the public address system can be heard.

## **ENTERING THE MCEACHERN FACILITY DURING HAZARDOUS WEATHER**

During hazardous weather conditions, only the Senate Street entrance (tunnel entrance) will be used to enter the McEachern Facility. All other entrances will be used by exiting traffic.



1. Smoking in Parking Decks. No smoking is allowed in parking decks except in designed areas. Please extinguish any smoking material before leaving your vehicle. The designated Smoking Areas for the Capitol Complex are:

Wade Hampton Building.....South side, first floor entry  
Dennis Building.....West side; first floor entry  
  North side, second floor entry  
  First floor courtyard  
Gressette Building .....North, south and east sides, first floor entries  
Brown and Blatt Buildings .....North, south, east, and west sides, first floor entries  
State Capitol Buildings.....East side, first floor entry  
Calhoun Building .....West side, first and basement floor entries
2. Vehicle Leaks or Spills. The Parking Services Office will respond to vehicles that may be leaking or have spills. If your vehicle is leaking hazardous or flammable materials, efforts will be made to stop the leak if needed. If deemed a safety hazard, the vehicle must be removed from the parking facility. Additionally, vehicles with oil, transmission, gasoline leaks will be requested to remove their vehicle and will be issued a temporary decal to park in surface lots until repairs are done. If the owner cannot be notified, the vehicle will be towed.
3. Storage of Unlabeled Materials. It is recommended that materials in cans or other storage containers not be left in your vehicle. If the material is safe for storage, make certain the container is properly labeled so that the contents may be easily identified. Do not store unsafe chemicals and/or unlabeled containers in your vehicle.
4. Vehicle Repairs. Only emergency repairs may be made to vehicles parked in state parking garages and lots. Absolutely no vehicle parts may be left or disposed of in state parking garages and lots. Please notify the Parking Services Office when any vendor must come to your parking space to work on your vehicle. Provide the name of the vendor, arrival time and repair to be done. Vehicles with oil, transmission, gasoline or other chemical leaks will be requested to remove their vehicle. Those employees will be issued a temporary decal for surface lot parking until the vehicle is repaired.
5. Animals Left Unattended. No pets or animals of any kind shall be left unattended in any vehicle parked in state parking garages and lots.
6. Exhaust Fumes. Do not leave a car running unattended in any of our state parking areas. Those vehicles will be towed at owner's expense.

## USER AGENCY RESPONSIBILITIES

User agencies are those that use Board-controlled parking areas. User agency **responsibilities** are:

1. To notify the Parking Services Office of the name, address and telephone number of the employee designated as their Agency Parking Coordinator, plus one alternate to act as a substitute when the primary Coordinator is absent. It is strongly recommended that agencies choose employees from their payroll and/or human resources section since employees in those departments normally have more timely information concerning the comings and goings of employees. Written notification must be sent to the Parking Services Office as soon as the Agency Parking Coordinator and an alternate are designated.
2. To notify the Parking Services Office whenever there is a change of Agency Parking Coordinator(s).

The Parking Services Office will provide a document to you, via email, to be used for this information or you can input this information via our website at <http://www.gs.sc.gov/business/parking>.

Upon notification of a new Agency Parking Coordinator or alternate, the Parking Services Office will contact the new Parking Coordinator to set up a time for training and to provide a parking information packet. This packet will contain all the forms needed for requesting a parking space and/or decals, requesting a change in parking assignment, and for a change in employment status. These documents can also be downloaded from our website as noted in the above paragraph.

## AGENCY PARKING COORDINATOR

The Agency Parking Coordinator will act as the liaison between the Parking Services Office and his or her agency employees. A brief list of the general **responsibilities** is to:

1. Inform his/her agency's personnel about the policies and procedures that apply to the state parking facilities and parking lots.
2. Notify their agency employees on any changes related to state parking.
3. Provide forms to and assist agency employees, if needed, with parking request forms such as applications (PF-1) for parking spaces or parking decals (PF-5). The completed forms should be given to the Agency Parking Coordinator to check and forward to the Parking Services Office.
4. Notify the Parking Services Office of any change in any agency employee status (see Form PF-4) which may affect a parking assignment or eligibility.
5. Review quarterly reports on parking decals issued, parking space applications and assignments which are provided by the Parking Services Office; ensure those reports are accurate. If not, please notify Parking Services of needed corrections.

6. Collect State surface lot decals when an employee resigns, retires, dies, transfers to an outlying location, not within the Capitol Complex or when the employee receives an assigned parking space, in one of the state parking decks.
7. Collect barcode(s) when an employee changes vehicles, replaces windshield, resigns, retires, dies, or transfers to an agency not within the Capitol Complex Vicinity.
8. Notify the Parking Services Office immediately when an employee:
  - a. Changes status from full-time to part-time **working less than 30 hours per week.**
  - b. Transfers to an outlying location.
  - c. Resigns.
  - d. Will be taking long- or short-term leave (of any kind).

The Parking Services Office shall notify the Agency Parking Coordinator of all changes and requests granted.

**BUDGET AND CONTROL BOARD  
GENERAL SERVICES DIVISION**

State Parking Services Office  
1201 Pendleton Street  
Columbia, South Carolina 29201  
734-1616  
Business Office Hours: 8:00 a.m. to 4:30 p.m.